

**COMPENSATION BOARD
LIDS ADVISORY COMMITTEE
MINUTES**

Regular Meeting.....August 22, 2002
Location.....Clarion Hotel Roanoke Airport
3315 Ordway Drive
Roanoke, Virginia 24017

Present.....Alice Coe, Compensation Board
Oliver Bradshaw, Compensation Board
Craig Giegerich, Compensation Board
Sue Kelly-Graham, Compensation Board
Peggy Gebauer, Roanoke City Jail
Reginald Tinsley, Richmond City Jail
Floyd Glenn Aylor, Central Virginia Regional Jail
Donald White, Chesterfield County Jail
Jane Beamon, Western Tidewater Regional Jail
Karen Day, Danville City Jail
Anna Earnhardt, Portsmouth City Jail
Tina James-Carrier, Petersburg City Jail
Gretchen Conway, Department of Corrections
Patty Leonard, Rappahannock Regional Jail
Carol Moye, Prince William/Manassas Regional Jail

Visitors Present..... Jody Fridley, Virginia Criminal Sentencing Commission
Tracy Highberger, Roanoke City Jail

Absent.....James Creech, Virginia Criminal Sentencing Commission
Anne Wilmoth, Compensation Board
Keith Johnson, Danville City Jail
Janet Severson, Blue Ridge Regional Jail

9:00 a.m. Thursday, August 22, 2002

Conference Room, Clarion Hotel Roanoke Airport, 3315 Ordway Drive, Roanoke, Virginia 24017

I. Opening Remarks

Peggy Gebauer welcomed everyone and introduced Tracy Highberger, who works with her at Roanoke City Sheriff's Office.

Alice Coe presented Certificates of Appreciation to the following people who presented their reconciliation processes at the LIDS Enhancement training held in June 2002.:

- a. Deputy Peggy Gebauer, Roanoke City Jail
- b. Lt. Patty Leonard, Rappahannock Regional Jail
- c. Cpl. Leroy Craig, Western Tidewater Regional Jail
- d. Sgt. Reginald Tinsley, Richmond City Jail

Alice Coe thanked Peggy Gebauer for hosting a wonderful dinner at her home, and coordinating the hotel, meeting and lunch arrangements.

II. LIDS Conference

Sue Kelly-Graham gave an overview of the 2002 LIDS Conference Survey Results

Alice Coe reported that if funding remains for next year's LIDS Conference, it would need to be held in Richmond due to State Travel Restrictions. Based on the evaluation results of the Holiday Inn Central hotel the Compensation Board will research other hotels in the Richmond area for future conferences. Alice Coe asked Sue Kelly-Graham to put an announcement in the September LIDS Newsletter requesting input from users on what they would like to see addressed at our next conference.

Sue Kelly-Graham gave an overview of the following LIDS Conference survey suggestions:

- a. Address better communications with courts – magistrates.
- b. What is best solution to get complete, correct documentation for LIDS files/records.
- c. Hands on reconciliation – both count and financial.
- d. Clear definition and understanding of the disposition codes and reason release codes.
- e. On-line batch person to speak about their reconciliation process.
- f. Split up in groups and have one session for online jails and one session for Batch jails.

Alice Coe asked for suggestions for improvement and/or topics for the 2003 LIDS Conference:

- a. Peggy Gebauer suggested that at least two Records attend future LIDS Conferences. Possibly the jail(s) would be willing to absorb the cost of the Records people.
- b. Alice Coe asked Oliver Bradshaw to keep track of folks that have a great reconciliation process to provide future speakers.
- c. Liked DNA presentation and would like to have them back next year.
- d. One member suggested that either Oliver Bradshaw or Mark Wood present the audit segment at future conferences. Expand to include details of what auditors look for during their audits. Also present audit details for on-line jails.
- e. Members want the Audit Guide to be more in line with DOC's Standards for Jails.
- f. One member asked what qualities make an audit exceptional. Oliver said this portion of the report will be reformatted to show the ratings.
- g. Reginald Tinsley suggested the need to address the local management system in the future.
- h. Patty Leonard suggested that someone from Supreme Court personnel attend to address some of the problems jails are having with magistrates. Patty suggested that Compensation Board send out a questionnaire to LIDS Technicians about this.

III. LIDS Enhancements

Alice Coe discussed proposed LIDS Enhancements for FY03. The Committee agreed upon the following:

- a. Forms Maintenance Reports
 - A report for 'M' vs. 'O'.
 - Add to the Legislative changes reports (12 months inmates; pending charges; state responsible inmates) days and dollars for the time period specified.
 - State responsible report (Legislative changes) needs to include Bonus start date.
 - The state responsible report will need two columns of each – one to capture the state days/dollars and another to capture the felon days/dollars. Allow start/end date to be specified.
 - Add length of stay reports to Forms.
 - Transfer Status report to include the Bonus start date and the most recent sentence date.

- b. Inquiry
 - Offense Pick List under Inquiry (LRI2) needs to be changed to include payment status.
 - Insurance Number Inquiry needs to have the capability to search by name.
- c. Commitment Maintenance
 - All Offense Pick List programs need to have effective sentence length (sum of sentences factoring in concurrency indicators).
 - All Offense Pick List programs need to have payable sentence length (sum of sentences excluding misdemeanor/ordinance (misdemeanor B time can be factored in). Use DOC edit routine.
- d. Dispositions
 - Add new disposition 'WA' for 'waived extradition' – disregard charge as of the disposition date.
- e. Reconciliation
 - Financial reconciliation needs to change so they can view details of adjustment-by-adjustment category – just like the main page.

The Committee denied the following LIDS Enhancements:

List of inmates where all felonies have been adjudicated but inmate has pending misdemeanor/ordinance charges. Allow up to 5 dispositions to be entered (if no disposition are entered, pull all). Similar to 'pending charges report.' The committee suggested using RC '50' which gives the same results.

Add the 'Possible duplicate confinements' query the audit staff run to the Forms Maintenance menu so users can run. Allow query to have start/end date and make viewable report as well as downloadable file. The committee agreed that this is the same as 'Jail Roster for the period' and the 'Possible Error Report' looks for possible duplicates.

IV. LIDS Enhancement Training

- a. Sue Kelly-Graham gave a brief overview of the 2002 LIDS Enhancement Training Survey Results.
- b. The following are LIDS Enhancement training survey suggestions for next year's LIDS Enhancement training:
 - Move training classes to Lee County where Virginia begins not end.
 - Training held southwest of Roanoke.
 - Would like refreshments (coffee, tea, juice, fruit, chips, donuts) to enhance the meeting for the hours.
 - Have more information re: on-line LIDS.
 - Recommend that IT, records and booking come to training.
 - Question 4 - no PC available. Have class at Shenandoah Criminal Justice Academy.
 - Take turns - have classes changed to different localities so you can have less travel time.
 - I like the presentations the different jails give, but all have been from batch jails. I would like to get some ideas from different jails, especially some-online jails. More on-line time referencing reports, etc.
 - Provide overhead or handout of pertinent info. from Audit Guide.
- c. Alice asked the Committee if they could think of anything that needs to be added to the LIDS Enhancement reports list.
 - Glen Aylor would like to have the capability to use the Intelligent Query. Alice agreed that it would be helpful, but reported that nothing has happened with this yet. She will mention the request to Anne. The committee agreed that this is a high priority.

V. New Issues

Sue Kelly-Graham gave a brief overview of the 2002 LIDS Enhancement Training Survey Results.

Patty Leonard reported that Dennis Webb of Prince William/Manassas Regional Jail started a Records Users Group. Patty recommends that other jails start a Records Users Group to include jails that you deal with the most.

Reginald Tinsley asked who bills the INS and the military? The INS requires a signed contract with Richmond City Jail in order to reimburse the jail. Reginald asked if anyone successfully dealt with INS?

- Donald White calls the military installation to come and pick up inmate(s).
- Glen Aylor reported that it's very difficult to deal with INS. Central VA RJ does house a few INS inmates--it's painstaking. The bill goes to an INS supervisor who then sends to the billing office then to Texas. He had to start sending the bills by Certified Mail. He gets the runaround.
- Carol Moye reported that the INS contract and paperwork is a nightmare.

- Patty Leonard can give Reginald the name & address of her INS contact.

VI. Audit Issues

Alice Coe reported that Oliver requested that we discuss an issue that came up during LIDS Enhancement training concerning work force inmates and the way they are coded in LIDS. Alice Coe stated that Anna Earnhardt's jail had Work Force Inmates confined in a Work Release Housing Unit and that they had been utilizing Reason Confine code '85' Supervised Work Program Alternative Inmates. We advised her after several discussions that if they are housed in jail at night, they cannot be '85' and to use '26' Work Release. During the LIDS Enhancement training we discovered that everyone in that class utilizes Reason Confine Code '20' Serving Sentence when they place an inmate on Work Force.

Alice asked the committee members, on Oliver's behalf, to comment on what Reason Confine Code they use to confine Work Force Inmates in LIDS.

- Glen Aylor reported that they have a Trustees Work force. If the trustee works at the jail or the Sheriff's office, that's what they call the Trustees program. Their definition of work force is someone who's on work release; they go away from the jail and are paid for. It all depends on the definition of the jail how they determine it; when they see Trustee program they think of work force.
- Carol Moye calls their work force outside workers. They're a mixture of RC '20' serving sentence – NO charges pending and '70', held by agreement at request of local authority, depending upon if they've asked them to stay.
- Patty Leonard – If they're a RC '70', do you have to use the date that you requested them to stay or the date that DOC says that they can stay, do you have to release them then and book them back in? Gretchen responded that it's based on the date that they're approved by DOC.
- Alice Coe asked Jody Fridley from a sentencing viewpoint, would he want to know specifically work force people? Jody's response was no. The reason Alice asked Jody this question is she wants to know if we needed to add another reason confine code to pull Work Force Inmates out of the general population on LIDS.
- Gretchen Conway – keep the Work Release good and clean as just work release and not base it on where they're housed if you have a separate pre-release facility. That will throw off any figures if you do want to know how many inmates in the state are on work release. How many in other words that are being released from the jail, are paying taxes and being paid, and are returning to the jails. The Committee agreed.
- Gretchen requested that the clear definitions of each be covered at the next conference to clarify reason confinement codes
- Alice asked if there is any special paperwork for the work force, trustees, etc.
 - Glen Aylor – yes, there is paperwork, but Oliver won't see it. Their work force people work outside the jail doing tasks like mowing the grass, etc., but they are RC '20', Serving Sentence – NO charges pending. Consensus was agreed by all to keep utilizing RC '20', serving sentence - NO charges pending, when confining Work Force Inmates, and if they are state responsible and you requested to keep the inmate, utilize '70', held by agreement at request of local authority.
- Oliver met with Anna Earnhardt to discuss the change over to start utilizing RC '20' for her Work Force Inmates.

VII. Bruce Folks, Rockingham County - Civil case on a writ from U.S. Marshals. Requests a Reason Confinement Code 79, Held for Out of State holds and/or Overnight Transports (Non-payable). The U.S. Marshals released the inmate to Rockingham County with a detainer for his return when Rockingham finishes. Oliver will follow up with Bruce Folks and get back with the committee. *Forward item to November meeting.*

- Glen Aylor reported that the Commonwealth has to take responsibility to contact the U.S. Marshal service to present the paperwork to obtain the inmate. The Commonwealth needs to find out if inmate was there for a civil case for Rockingham Co. circuit court or for a civil case in Federal Court in Harrisonburg. U. S. Marshals get a Transportation order.
- Oliver decided that LIDS does not have a category for this.
- Gretchen Conway – this is the kind of scenario for training. Can hold inmate as a RC '10', Not serving time on other charges/Pre-Trial, or '13', Held as a material witness (Non-DOC) Not serving time on other charges.
- Alice reported that CB might be able to get a VCC code set up for LIDS Use Only. Need a disposition for holding.
- Oliver Bradshaw will follow up with Bruce Folks and get back with the committee.

The committee agreed that we do NOT need to add hours sentenced data field. They should continue to enter a sentence that was implemented in hours by converting to 1 day. The committee agreed that a note in the comment screen indicating the number of hours should do if they feel they want to note that the sentenced was imposed as hours. Discuss reason confine code 20 with a release code of 19 when they are appealing their sentence. Book Out with 23 and confine with 23-appeal sentence. Reginald Tinsley suggested that an Appeal Bond Release Reason code be added. The committee suggested writing to the Attorney General requesting his opinion on appealing sentence. *Forward item to November meeting*

VIII. Report Requests

- a. Bruce Folks, Rockingham Co. - Need for a report that captures the SID numbers - (New report or Current Roster). Done.
- b. Brad Davis, Washington Co. – Requested a reconciliation financial report to allow viewing of adjustment for inmates. Done.
- c. Lara Hopkins, Martinsville City – State Criminal Alien Assistance Program (SCAAP). The committee agreed that this is an option of a facility, but not a requirement. The committee did NOT approve this request.
- d. Charlie Gray, Virginia Beach – DOC Transportation Order is missing Date of Sentence and Sentencing Jurisdiction. Virginia Beach is not getting the proper documentation from DOC.
- e. Alice asked Gretchen to get with her people to see if the offense date, sentencing jurisdiction and date of sentence could be added to the transportation order so that the facility can be reimbursed \$14 per day. Gretchen cannot guarantee it, but she will try. *Forward item to November meeting.*
- f. Alice suggested that the LIDS back-up sheet be used and they need to make sure the transportation people get someone at DOC complete the form to ensure that the necessary sentencing information is obtained.

IX. Disposition Code

- a. Reginald Tinsley, Richmond City - 'PD' Parole Dismissed, 'PR' Probation Dismissed, 'BO' Bond, 'CU' Court Ordered Release. Currently being worked on.
- b. Peggy Gebauer, Roanoke City – 20 vs. 50 when you have a 'RE' recognized disposition. Will be added.
- c. Karen Day, Danville City - 20 vs. 50 when you have a 'CD' Charge/case dismissed. Will be added.
- d. Diane Wilson, Rappahannock Reg. Jail - New disposition code for erroneous releases. Will be added.

X. Juveniles Sentenced

- a. Reginald Tinsley, Richmond City – 20 and Age 17 Incompatible. Resolved.
- b. Kim Vanhoy, Smyth Co. – Juvenile Justice Release Code. Resolved.

XI. Edit Program

- a. Reginald Tinsley asked if he could get the language/logic for edits that are performed on LIDS. Alice said yes, e-mail or call Anne Wilmoth to request the front end edit for online jails.

XII. Forwarded/Continued from last meeting

- a. Update on Reason Confined link to Release Reason – this was outlined in July and August LIDS Newsletters.
- b. Update on Intelligent Query – DIT Purchased DB2 Connect. Pending per Anne. *Forward item to November meeting.*

XIII. Other Issues

- a. Alice reported that the Compensation Board would begin testing the new DNA screens in October.
 - Alice reported that Forensics informed us that the DNA swab kits would be distributed in the near future. Discussed the fact that each facility needs to develop a procedure of how the DNA samples will be taken. *Forward item to November meeting.*
- b. ResQPortal status is pending.
- c. Gretchen Conway reported that she and David Elswick, IT person at DOC, are working with Anne Wilmoth on what type of file transfers can DOC do between LIDS & OBSCIS.

XIV. Discuss Quarterly Committee Dates

- a. Nov. 19, 2002 - Western Tidewater Regional Jail.
- b. Feb. 2003 - Tentative - Meeting Place – General Assembly Time - Need Richmond Area- Chesterfield, DOC, Compensation Board. Several members said that they do not want to have it at the Compensation Board because of parking.
- c. May 2003 – Tentative – Meeting Place – Central Virginia Regional Jail.